



Republic of the Philippines  
Department of Education  
Region II – Cagayan Valley

SCHOOLS DIVISION OFFICE OF NUEVA VIZCAYA

27 SEPTEMBER 2024

DIVISION MEMORANDUM  
No. 417, s. 2024

**DIVISION TECHNICAL WORKING GROUP (TWG) FOR THE  
MANAGEMENT OF 2024 SIKAT AWARDING CEREMONIES  
AND RECOGNITION OF RETIREES**

To: OIC-Assistant Schools Division Superintendent  
Chief, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Principals In-Charge of the District  
All others concerned

1. This office continues its calling to inspire and recognize its workforce performing beyond standard and those who have contributed to the Division's continuing success. Anent this, a committee is created to facilitate the 2024 SIKAT awarding ceremonies and recognition of retirees on October 3, 2024 at the Nueva Vizcaya Convention Center.
2. The following who composes the different committees are requested to immediately plan and execute the necessary preparations and activities on October 1, 2024, 9:30 in the Morning at Bayombong Central School SPED Center.

Over-all Event Management and Coordination Team: *Oversees the entire event from planning to execution, ensuring that every team works in harmony and overall event success.*

Chairman: EDWARD M. SANTIAGO  
Co-Chairman: MERLYN S. ABAT

Hospitality Team: *Manages foods and beverages service in coordination with the catering services and ensures all are well-taken care of.*

Chairman: RUBILITA B. TALLASE  
Co-Chairman: CHERRY ROSE C. MANGORNONG  
Members:

NORA C. TOMAS  
ELSIE N. BAYLE  
SHIELA C. PALAGUD  
CRISTINA B. BASILAN  
GAY MARIE A. BACUD



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Logistics and Venue Management Team: *Responsible for the physical set up and ensures the venue is designed and decorated to match the formal nature of the event and handles post-event clean-up.*

Chairman: GERALDINE R. GALAPON  
Co-Chairman: EDMUNDO P. DE CASTRO  
Members: RODERICK S. BENTER  
CARLITO G. TAMBALQUE  
ARNEL A. ALMENDRA  
MELCHOR B. CUTARAN  
NOEL JAY S. BLANCO  
FREDIENEL I. VICENTE  
ALEX R. TIAM

Registration and Reception Team: *Handles on-site registration, attendees' reception and ushering at the event including seating arrangement.*

Chairman: MYRA FAYE R. ESQUIBAL (Reception)  
Co-Chairman: SCARLET T. CAUILAN (Registration)  
Members: DONNABEL F. CORPUZ  
ELENA M. VILORIA  
CHINGBE G. ANTONIO  
JACQUELYN B. RESUELLO  
GARNER O. GAMBITO  
MHAYLER P. FRANCISCO

Awards Team: *Manage the presentation of awards*

Chairman: EDLYN M. WAKIT  
Co-Chairman: ROMELIE S. GURAT  
Members: KARINA GENEVY B. ANCHETA  
AMETHYST CACHOLA  
CHARISSA C. MIRANDA

Program and Content Team: *Manages the structure and content of the formal event, ensuring the program runs according to schedule and protocol.*

Chairman: EDWARD M. SANTIAGO  
Co-Chairman: MARLON V. BUTAY  
Members: AMHERSTINE BOY B. BATA  
ROMELIE S. GURAT

Invitation, Plaques and Certificates Team: *Handles invitations and ensures communication with all attendees before the event*

Chairman: EDWARD M. SANTIAGO  
Co-Chairman: JOHN-MARK C. LINDA  
Members: EDLYN M. WAKIT  
VJ RALA





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EVA M. DUQUE MARY ANN T. AGAMATA JUDITH ALVA Y. PRADO MARIE GRACE S. DE GUZMAN	
Audio-Visual and Technical Support Team: <i>Manages all technical aspects including sound, lighting and multimedia presentations to ensure smooth technical execution</i>	
Chairman:	AMHERSTINE BOY B. BATA
Co-Chairman:	JOHN-MARK C. LINDA
Members:	HOWARD JEAN FRANCOIS DOLES II
Documentation and Photography Team: <i>Captures event highlights for record-keeping and publicity</i> CROMOEL G. PARIÑAS ERVIN DEJUMO	
Emergency and Medical Service Team: <i>Provides immediate medical assistance and ensures emergency readiness</i>  JULIUS MICHAEL PANGANIBAN LOVELY C. CAMBALIZA	
Program Host: <i>Ensures that the program runs smoothly, keeps the audience engaged, and adheres to program schedule.</i>  EUNICE P. WAIS TAGUMPAY R. DIVINA	

- The meals and snacks and travel expenses of all members of the committees shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
- For dissemination and strict compliance.



ORLANDO E. MANUEL PhD, CESO V  
Schools Division Superintendent



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